



Job Title	eLearning Curriculum Developer and Trainer
PVN ID	PS-2101-003808
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Professional Education and Workplace Lea
Status	Full Time
Annual Salary	\$65,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Nov 09, 2021 (Or Until Filled)

General Description

CUNY SPS provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited online degree and certificate programs for students who want the flexibility and convenience of online education.

CUNY SPS is partnering with the NYC Department of Homeless Services (DHS) to create and manage a comprehensive learning program to support DHS employees as they work to prevent and address homelessness in New York City. Specifically, the program will (1) develop and implement policy and procedure to support shelter operations and (2) train DHS employees on operational processes and city mandated topics.

Other Duties

The eLearning Curriculum Developer /Trainer will be responsible for working with DHS staff on the design and development of courses to be deployed via eLearning, Virtual Instructor-Led, and live in-classroom. The target audience is DHS and provider agency staff. The full curriculum development life cycle will be exercised (including tasks such as: writing detailed storyboards, scripts, and extensive training manuals for participants and facilitators, as well as developing PowerPoint presentations, designing activities, job aides, and other performance support tools).

An ideal candidate:

- Is an experienced eLearning Curriculum Developer, writer, and trainer skilled in creating engaging and effective training experiences and can share examples to highlight these skills.

- Has effective writing and communication skills. These skills will also be used to write procedures.
- Can implement instructional design methodology across the development of all training modes.
- Thrives on quickly learning new processes and technologies with minimal direction and has an interest in translating that knowledge into innovative training materials.
- Enjoys communicating and collaborating effectively with subject matter experts, other curriculum developers, technical writers, and trainers.

Reporting to the Program Director, the Curriculum Developer/Trainer will:

- Collaborate with DHS's subject matter experts and other workgroup members to build course outlines, storyboards, scripts and develop content.
- Utilize adult learning principles and communication techniques to write effective curricula.
- Act as development team lead to produce online learning as stand-alone products or as part of a blended learning approach including: on-going assessment of learning objectives, scope, and content to determine best platform; create and maintain eLearning templates for project-wide use; develop and facilitate professional development sessions to build eLearning and blended learning capacity across team; other duties as assigned.
- Research, assess and as needed, recommend eLearning courseware packages, and support development of appropriate courseware tools.
- Other duties as assigned.

Qualifications

- Demonstrated implementation of instructional design methodologies in developing eLearning courses, instructor led courses, and related classroom materials.
- A minimum of two (2) years full-time experience directly related to developing eLearning and classroom training programs with more technical or process-oriented content.
- The ability to analyze and synthesize complex content, plus exceptional writing skills, needed to produce comprehensive course scripts, content, facilitator and participant guides.
- Demonstrated experience in developing online learning courses.
- Articulate Storyline 360 or similar software experience required.
- Experience with digital audio and video editing is a plus.
- Aesthetic sense and ability to apply principles of graphic design to create appropriate and visually appealing training material.
- Strong facilitation skills. Ability to engage learners and manage a classroom of learners with differing needs and abilities.

- Bachelor's or Master's degree in related field preferred.
- Knowledge of government operations, human services, and/or shelter programs a plus.

Initial appointment of six months.